

Individual SOFTWARE

SUPER SET



# Office, Windows, Web & Graphics

The most realistic, interactive & complete training!

Control Panel > Appearance and Personalization > Personalization

**Teach Yourself:**

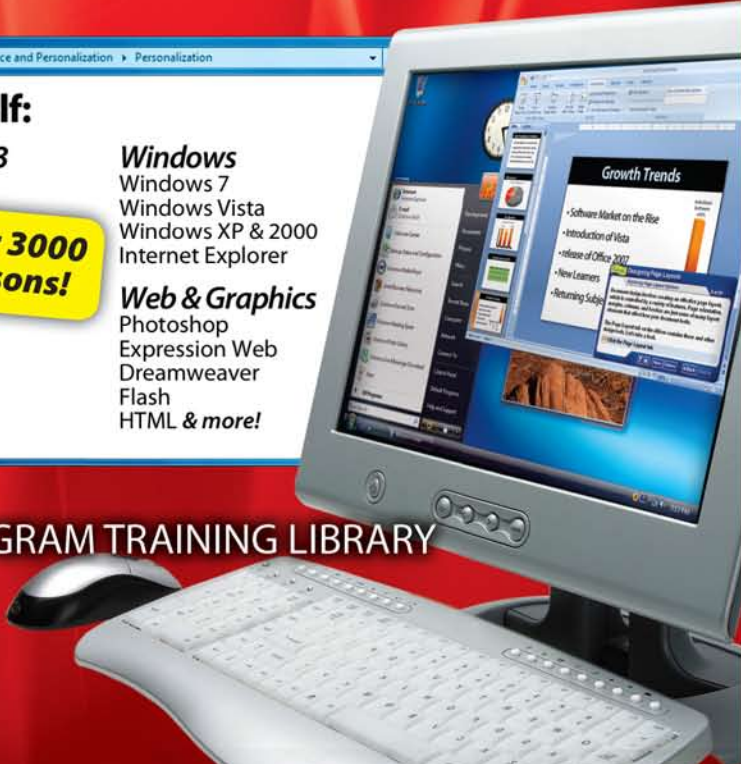
<b>Office 2007 &amp; 2003</b>	<b>Windows</b>
Word	Windows 7
Excel	Windows Vista
PowerPoint	Windows XP & 2000
Access	Internet Explorer
Outlook	
Publisher	
	<b>Web &amp; Graphics</b>
	Photoshop
	Expression Web
	Dreamweaver
	Flash
	HTML & more!

**Advanced Office**

Word
Excel
PowerPoint

**Over 3000 Lessons!**

## 50+ PROGRAM TRAINING LIBRARY

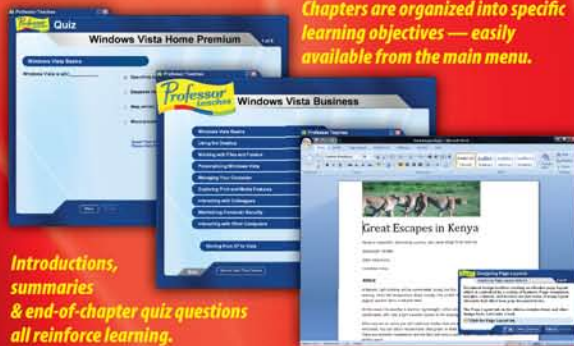


SUPER SET



# Office, Windows, Web & Graphics

Professor Teaches®, the leading brand of training, provides realistic, interactive, and complete training for Office, Windows, Web Design & Graphics. Build your skills with 50+ tutorials and learn everything you'll need, from beginning to advanced topics. Each interactive tutorial is organized for fast and easy learning with practical exercises that build skills quickly and effectively.



Chapters are organized into specific learning objectives — easily available from the main menu.

Introductions, summaries & end-of-chapter quiz questions all reinforce learning.

Self-paced, interactive lessons allow you to practice in a realistic simulation of the software.

**No Other Training is More Complete!**

- ✓ Thousands of Learning Topics
- ✓ 5 to 10 Hours of Training per Course
- ✓ Beginner to Advanced Topics
- ✓ Self-Paced Learning Objectives
- ✓ Introductions & Summaries
- ✓ Interactive Exercises
- ✓ Professional Voice Narration
- ✓ Realistic Simulation of Software
- ✓ End-of-Chapter Quiz Questions
- ✓ Checkmarks for Completed Topics
- ✓ Glossary, Index & Search
- ✓ Professor Answers for Instant Training

## Learn from 50+ Interactive Tutorials with Thousands of Learning Topics!

- OFFICE 2007 & 2003**
- Word 2007
  - Word 2007 Advanced
  - Word 2003
  - Word 2003 Advanced
  - Excel 2007
  - Excel 2007 Advanced
  - Excel 2003
  - Excel 2003 Advanced
  - PowerPoint 2007
  - PowerPoint 2007 Advanced
  - PowerPoint 2003
  - PowerPoint 2003 Advanced
  - Outlook 2007
  - Outlook 2003
  - Outlook 2003 Advanced
  - Access 2007
  - Access 2003
  - Publisher 2007
  - Publisher 2003
  - Integrated Office Applications

- WINDOWS**
- Windows 7 (All Versions)
  - Windows 7 Advanced (All Versions)
  - Windows Vista (All Versions)
  - Windows XP (All Versions)
  - Windows 2000
  - Internet Explorer 7 & 8
  - Home & Small Office Networking
  - PC Security Fundamentals

- GRAPHICS**
- PhotoShop CS4
  - PhotoShop CS3
  - Flash CS4
  - Flash CS3
  - Digital Media

- WEB**
- Expression Web
  - FrontPage 2003
  - FrontPage 2003 Advanced
  - Dreamweaver CS4
  - Dreamweaver CS3
  - HTML Fundamentals
  - HTML Advanced
  - Web Design Fundamentals

**Over 3000 Lessons!**

**More Complete!**  
Each course contains 5 to 10 hours of Interactive Training!





The most realistic, interactive, & complete training!

**#1 Best SELLING**  
Computer Training  
FOR 10 YEARS\*

**Professor Teaches Office, Windows, Web & Graphics** is a comprehensive tutorial set providing in-depth training on Microsoft Windows 7 and Office 2007 & 2003, including Word, Excel, PowerPoint, and more. Plus, learn how to create great-looking web pages and design graphics with popular software such as PhotoShop and Dreamweaver!

**Realistic**  
Realistic simulations provide an accurate environment so learning each application is fast & easy.

**Interactive**  
More than just videos, you'll interact to perform the correct action during each exercise for better learning & retention.

**Complete**  
Hundreds of learning topics & beginner through advanced subjects are included. No other training is more complete.

**Office (For Versions 2007 & 2003)**

**Word**

- Enhance documents with graphics, fonts, tables & graphs.
- Learn to print labels, envelopes & Mail-Merge documents.
- Create an Index, Table of Contents, Headers, Footers & more.

**Excel**

- Build charts, format spreadsheets & analyze Data Tables.
- Create Formulas, Functions, Filters & Cell References.
- Learn time-saving Macros, Templates, even Pivot Tables.

**PowerPoint**

- Learn new ribbon commands & fast keyboard shortcuts.
- Organize slides, graphics & text for perfect presentations.
- Embellish with animation effects, graphics & sound.

**Outlook**

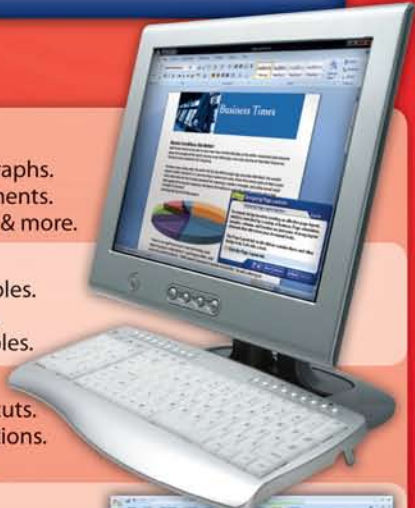
- Control incoming spam or send mail-merged HTML e-mail.
- Organize your contacts, calendar, tasks, events & meetings.
- Manage, search, categorize & share information quickly.

**Access**

- Track, report, analyze & share information more effectively.
- Design a Relational Database with tables, forms & reports.
- Use Table Wizards, run queries, filter & sort data & more!

**Publisher**

- Design & publish professional-looking marketing material.
- Add borders, graphics, styles, themes & effects.
- Fix pre-print errors & create material for e-mail & the web.



**Includes Beginner, Intermediate & Advanced Lessons!**

**Windows**

- Windows 7 & Vista** (includes courses on all versions)
- Organize, view, & search files in powerful new ways.
  - Take advantage of gadgets, themes, photos, music & videos.
  - Easily migrate your old PC to Windows 7 or Vista.

- Windows XP & 2000**
- Control & manage your computer, printers & other devices.
  - Take advantage of the latest features & security updates.
  - Schedule back-ups, create shortcuts & manage system tools.



**Web & Graphics**

**Over 3000 Lessons!**  
See back for a complete course list.

**Photoshop**

- Get creative with Image Layers, filters & color modes.
- Retouch photos & crop graphics to adjust to the perfect size.
- Optimize files for web pages or e-mails in any format.

**Flash**

- Learn how to design & produce your own Flash movies.
- Move text objects & animate graphics with Motion Tweens.
- Add audio & video with buttons, sounds, actions & more.

**Dreamweaver**

- Design stunning web pages without learning HTML.
- Create pages using properties, Style Sheets, CSS & XML.
- Insert graphics, effects, Flash, RSS feeds & much more.

**Web Design**

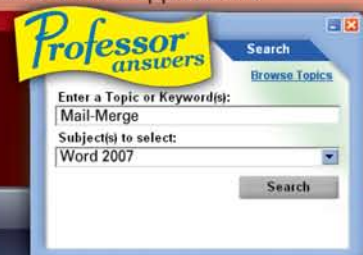
- Design, create, layout, & build impressive web sites.
- Learn the secrets of great web pages & advanced features.
- Includes both HTML Fundamentals & Advanced courses.

**Expression Web**

- Improve deployment & maintenance across browsers.
- Create elegant CSS layouts with pioneering design tools.
- Harness the power of ASP.NET 2.0 to build interactive web applications.



**Get Quick Assistance with Professor Answers**  
Find answers to your questions faster and easier than Office Help. Search and Browse are just one click away to help you locate specific topic training you need, right when you need it.



**Sits on Your Desktop— One Easy Click Away!**







**SUPER SET**

*Professor teaches*

**Microsoft Office, Windows, Web & Graphics**  
*The most realistic, interactive & complete training!*



Also compatible with Windows Vista, XP & 2000



\*\*See Bottom Panel



**SUPER SET**

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**Microsoft Office, Windows, Web & Graphics**  
*The most realistic, interactive & complete training!*



Also compatible with Windows Vista, XP & 2000



\*\*See Bottom Panel



**Microsoft Office, Windows, Web & Graphics**

*The most realistic, interactive & complete training!*

**System Requirements**

- Pentium® compatible PC
- Microsoft® Windows® 7, Vista, XP or 2000
- Average 150 MB Hard Drive space available per application
- DVD-ROM Drive
- 1024 x 768, 16-Bit Color Display
- Sound Card
- Speakers or Headphones
- Mouse



Individual Software Inc., 4255 Hopyard Road, #2, Pleasanton, CA 94588-9900  
Tech Support: (925) 734-6767 or [www.individualsoftware.com/support](http://www.individualsoftware.com/support)

\*\*These courses have been approved under the Certipoint Inc. administered Vendor Approved Courseware program, and are designed to prepare you for separate Microsoft Office Specialist certification test exams. Approved courses include: Microsoft Word 2003, Excel 2003, PowerPoint 2003, Access 2003 and Outlook 2003. Other Professor Teaches courses included in this package have been designed using the same teaching methods and style as the VAC approved courses, but have not yet been tested independently. Microsoft, the Microsoft Office logo, and the Microsoft Office Specialist logo are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries and are used under license from Microsoft. Individual Software is independent from Microsoft Corporation, or Certipoint, and not affiliated with Microsoft or Certipoint in any manner. While these courses may be used in assisting individuals to prepare for a Microsoft Office Specialist exam, Microsoft, Certipoint, and Individual Software do not warrant that use of these courses will ensure passing a Microsoft Office Specialist exam.

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\*Source: The NPD Group / Retail Tracking Service - cumulative unit and dollar sales (2000 - 2009). Computer Training defined by Individual Software as the NPD Office/Windows Training Category.

VRJ-SS6 DVD inside